



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

**Gloria Molina**  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

June 2, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**TOBACCO CONTROL AND PREVENTION PROGRAM AGREEMENTS**  
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to sign 16 agreements, substantially similar to Exhibit I, with community-based agencies, as summarized in Attachment B, to provide tobacco control and prevention services under four service categories, with a County maximum obligation of \$1.6 million, 100% offset with funds provided by the California Department of Health Services (CDHS), effective July 1, 2005 through June 30, 2006, with provisions for an automatic 12-month renewal through June 30, 2007, contingent upon the availability and approval of CDHS funding and the Department of Health Services' progress in meeting its contractual obligations for tobacco control and prevention services.
2. Authorize the Department Health Services to fill two Full-Time Equivalent positions consisting of one Staff Analyst and one Contract Program Auditor for the Tobacco Control and Prevention Program, in excess of what is provided for in the DHS staffing ordinance, pursuant to section 6.06.020 of the County Code, subject to allocation by the Department of Human Resources, 100% offset with funds provided by CDHS.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS:

Approval of the recommended actions allows the Department of Health Services (DHS or Department) to sign agreements with 16 community-based agencies for tobacco control and prevention services effective July 1, 2005 through June 30, 2006, with provisions for an automatic 12-month renewal through June 30, 2007, and fill two new positions fully funded by CDHS to increase DHS' capacity to provide administrative and programmatic oversight for tobacco control services.

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CDHS' approved tobacco control plan for Los Angeles County specifies that the Department contract for these services to reduce tobacco use through policy action and social change.

Existing County policy and procedures require the timely submission of contracts for Board approval. However, the Department was unable to schedule for placement on the Board's agenda three weeks prior to the effective dates of the recommended agreements due to delays encountered in the solicitation process.

**FISCAL IMPACT/FINANCING:**

The total maximum obligation for the 16 recommended agreements as summarized in Attachment B is \$1,600,000 for the period July 1, 2005 through June 30, 2006, 100% offset by CDHS funds.

Total program cost, which includes the agreement costs above, for Fiscal Year (FY) 2005-06 is \$4,150,771 of which \$3,714,016 is funded by the State FY 2005-06 allocation and \$436,755 is funded by State prior year rollover funds. During the automatic renewal period, DHS anticipates State funding to be approximately \$3,478,401. Funding is included in the FY 2005-06 Proposed Budget and will be requested in future fiscal years. There are no net County costs.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

**CDHS**

The provisions governing the distribution of taxes or revenues for tobacco control and prevention were implemented through Assembly Bill 75 in 1989. On July 31, 1990, the Board approved a Standard Agreement with CDHS effective January 1, 1990 through December 31, 1992, and an appropriation of \$12 million for the Department's Tobacco Control and Prevention Program (TCP). On nine subsequent occasions, the Board approved amendments which increased the total State funding and extended the term of the Standard Agreement through June 30, 2001. Total State funding during the period January 1, 1990 through June 30, 2001 was \$91,539,236.

On June 4, 2002, the Board approved the Acceptance of Allocation Agreement (AOAA) No. TCS-01-19 from CDHS which provided funding in the amount of \$4,786,742 to support tobacco control activities in FY 2001-02 and delegated authority to the Director of Health Services, or his designee, to accept subsequent fiscal years' funding from CDHS through FY 2003-04. Subsequently, DHS accepted AOAAAs from CDHS for FY 02-03 and FY 03-04 in the amounts of \$4,399,548 and \$5,675,293 respectively.

On June 15, 2004, the Board delegated authority to the Director of Health Services, or his designee, to accept: (1) a forthcoming AOAA which allocated funding in the total amount of \$11,256,840 for FYS 2004-05, 2005-06, and 2006-07 to support tobacco control activities and (2) amendments to the AOAAAs, not to exceed 25% of the base amount of \$4,064,423 for FY 2004-05; \$3,714,016 for FY 2005-06; and \$3,478,401 for FY 2006-07, respectively, subject to review and approval by County Counsel and notification to the Board offices.

The Honorable Board of Supervisors  
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On July 6, 2004, DHS received and subsequently accepted AOAA No. TCS-04-19 from CDHS which provided funding in the amount of \$4,256,541 to support tobacco control activities for FY 2004-05. The AOAA for FY 2005-06 is forthcoming.

The Staff Analyst and Contract Program Auditor positions are necessary to increase DHS' capacity to provide administrative and programmatic oversight for tobacco control services. The focus of tobacco control services is shifting from individual behavior change to an ordinance-based model that is more complex and requires staff to have specific program experience. These positions will provide the TCP with the experience and expertise to carry out required functions.

#### Agreements

The Department is requesting approval of 16 agreements with community-based agencies to provide tobacco control and prevention services under four service categories. Under Category 1, Retail Tobacco Licensing, eight agencies will provide services to implement strong local tobacco retail licensing ordinances in cities throughout the county. Under Category 2, Smoke-Free Outdoor Areas, three agencies will provide services to implement policies to prohibit smoking in outdoor areas in cities throughout the county. Under Category 3, Smoke-Free Housing, two agencies will provide services to implement policies designating at least 50% of any new multi-unit housing development, which meet established criteria, as smoke-free in cities throughout the County. Under Category 4, Smoking Cessation Services to the Lesbian, Gay, Bisexual, and Transgender Community, three agencies will provide cessation services to include the establishment of cessation clinics, self-help material and appropriate referrals, and development of educational campaigns. All 16 agreements were selected through a solicitation process conducted by DHS.

The recommended agreements include Board-mandated contract language.

Under the recommended agreements, either party may terminate for convenience upon 30 calendar days advance written notice to the other party.

Attachments A, B, and C provide additional information.

County Counsel has approved Exhibit I as to form.

#### CONTRACTING PROCESS:

On March 14, 2005, DHS released two Requests for Proposals (RFP) seeking proposals from qualified community-based organizations within Los Angeles County to conduct tobacco control and prevention services programs. DHS received 33 proposals, of which 30 were in response to the Community-Based Interventions RFP, and three were in response to the Lesbian, Gay, Bisexual, and Transgender Smoking Cessation RFP. As a result of the RFP evaluation process, 16 community-based organizations are recommended for funding for the period July 1, 2005 through June 30, 2006, with provisions for an automatic 12-month renewal through FY 2006-07.

DHS advertised the RFP on the L.A. County Online Countywide Web Site and in local newspapers.

The Honorable Board of Supervisors

June 2, 2005

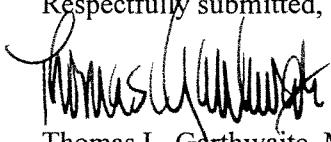
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**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

The Board's approval of the recommended actions will allow various tobacco control and prevention services directed toward implementing ordinances and policies to decrease exposure to environmental tobacco smoke, establishing strong local tobacco retail licensing, and providing smoking cessation services throughout the Los Angeles County.

When approved, this Department requires three copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

TLG:ma  
Attachments (4)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

BLCD3977.MA.wpd

ATTACHMENT A

SUMMARY OF AGREEMENTS

1. Type of Service:

Tobacco control and prevention services directed toward: 1) implementing ordinances and policies to decrease exposure to environmental tobacco smoke; 2) establishing strong local tobacco retail licensing; and 3) providing smoking cessation services to the Lesbian, Gay, Bisexual, and Transgender community through the use of 16 community based organizations.

2. Agency Addresses, Contact Persons, and Telephone Numbers:

See Attachment B, for individual details on 16 contractors.

3. Term:

Effective July 1, 2005 through June 30, 2006, with provisions for an automatic 12-month renewal through June 30, 2007 (for all 16 agreements).

4. Financial Information:

The total maximum obligation for the 16 recommended agreements as summarized in Attachment B is \$1,600,000 for the period July 1, 2005 through June 30, 2006, 100% offset by CDHS funds.

Total program cost which includes the agreements costs above for Fiscal Year (FY) 2005-06 is \$4,150,771 of which \$3,714,016 is funded by the State FY 2005-06 allocation and \$436,755 is funded by State prior year rollover funds. During the automatic renewal period, DHS anticipates State funding to be approximately \$3,478,401. Funding is included in the FY 2005-06 Proposed Budget and will be requested in future fiscal years. There are no net County costs.

5. Geographic Area:

Countywide.

6. Accountable for Monitoring and Evaluation:

Linda Aragon, M.P.H., Director, Tobacco Control and Prevention Program.

7. Approvals:

Public Health: John F. Schunhoff, Ph.D. Chief of Operations

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel (approval as to form): Christina A. Salseda, Deputy County Counsel

ATTACHMENT B  
 1. PROPOSED ALLOCATION OF FUNDS BY AGENCY, SUPERVISORIAL DISTRICT, CITY(IES) AND SERVICE PLANNING AREA (SPA)

Category 1: A model approach for organizing activities to assist in adoption of strong local tobacco retail licensing in cities within Los Angeles County.

AGENCY/CONTACT PERSON	District 1	District 2	District 3	District 4	District 5	CITY	SPA	TOTAL FUNDING 07/01/05-06/30/06
1 Asian American Drug Abuse Program				\$100,000		Cerritos	7	\$100,000
2 Pueblo Y Salud					\$100,000	Lancaster	1	\$100,000
3 Dakota Communications	\$100,000					Inglewood	8	\$100,000
4 Day One, Inc.					\$100,000	Sierra Madre	3	\$100,000
5 Glendale Adventist Med. Center					\$100,000	Glendale	2	\$100,000
6 Valley Community Clinic					\$100,000	Burbank	2	\$100,000
7 Search to Involve Pillipino Americans	\$75,000			\$25,000		Los Angeles	2,4,5,6,8	\$100,000
8 Office of Samoan Affairs				\$100,000		Carson	8,6	\$100,000
Total Funding For Category 1:	\$75,000	\$100,000	\$25,000	\$200,000	\$400,000			\$800,000

Category 2: A model approach for organizing activities to assist in adoption of secondhand smoke policies to prohibit smoking in outdoor areas in cities within Los Angeles County.

AGENCY/CONTACT PERSON	District 1	District 2	District 3	District 4	District 5	CITY	SPA	TOTAL FUNDING 07/01/05-06/30/06
1 Girls Club of Los Angeles	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	Los Angeles	2,4,5,6,8	\$100,000
2 Southbay Alcoholism Services				\$100,000		Torrance	8	\$100,000
3 Asian Youth Center	\$100,000					Rosemead	3	\$100,000
Total Funding For Category 2:	\$120,000	\$20,000	\$20,000	\$120,000	\$20,000			\$300,000

ATTACHMENT B  
 1. PROPOSED ALLOCATION OF FUNDS BY AGENCY, SUPERVISORIAL DISTRICT, CITY(IES) AND SERVICE PLANNING AREA (SPA)

Category 3: A model approach for organizing activities to assist in adoption of policies designating at least 50% of any new multi-unit housing development as smoke-free in cities within Los Angeles County.

AGENCY/CONTACT PERSON	District 1	District 2	District 3	District 4	District 5	CITY	SPA	TOTAL FUNDING 07/01/05-06/30/06
1 FAME Assistance Corp.		\$100,000				Culver City	5	\$100,000
2 Community Partners fbo S.A.F.E.			\$100,000			Santa Monica	5	\$100,000
Total Funding For Category 3:	\$100,000	\$100,000						\$200,000

Category 4: A pilot project to implement smoking cessation services to the Lesbian, Gay, Bisexual, Transgender community in Los Angeles County.

AGENCY/CONTACT PERSON	District 1	District 2	District 3	District 4	District 5	CITY	SPA	TOTAL FUNDING 07/01/05-06/30/06
1 Los Angeles Gay and Lesbian Center	\$10,000	\$10,000	\$60,000	\$10,000	\$10,000	W. Hollywood, Hollywood, Long Beach	2,4,5,6,8	\$100,000
2 Tarzana Treatment Center			\$100,000			San Fernando	2	\$100,000
3 Charles Drew University	\$10,000	\$15,000	\$55,000	\$10,000	\$10,000	Los Angeles, Lynwood, Compton	2,4,5,6,8	\$100,000
Total Funding For Category 4:	\$20,000	\$25,000	\$215,000	\$20,000	\$20,000			\$300,000

ATTACHMENT B

FISCAL YEAR 2005-06 ALICE OMBUDSMAN FUND	
<u>Financial Information:</u>	
Effective	
July 1, 2005	
through	
June 30, 2006	
Maximum County Obligation:	\$1,600,000
Less: State Reimbursement:	<u>\$1,600,000</u>
Net County Costs:	\$ -0-
<u>Accountable for Program Monitoring:</u>	
Linda Aragon, M.P.H., Director, Tobacco Control and Prevention Program	

Budget Code: 1165  
 Fund/Org: 23482  
 Grant period: 7/01/05 thru 6/30/06

TOBACCO CONTROL PREVENTION PROGRAM  
 OPERATING PLAN  
 FY 2005 THRU 2006

ATTACHMENT C

PROP 99

Qty	Position	Employee Encumbered	FY Salary 05-06		<i>Full Year Estimates</i>
			for each item		
1	Administrative Assistant II	Felecia,	\$	50,766.52	\$ 50,766.52
2	Administrative Assistant III	Esther, Maria	\$	56,581.86	\$ 113,163.72
2	Assistant Staff Analyst	Luz, x	\$	67,405.29	\$ 134,810.59
1	Staff Analyst	X	\$	76,057.92	\$ 76,057.92
1	Chief Epidemiologist	Mark	\$	81,097.28	\$ 81,097.28
2	Contract Program Auditor	Deb, x	\$	61,379.59	\$ 122,759.18
1	Info Systems Analyst I (reclassified)	Walton	\$	59,147.42	\$ 59,147.42
1	Info Systems Analyst II (reclassified)	Johan	\$	63,540.29	\$ 63,540.29
1	Intermediate Typist Clerk	Robin	\$	31,346.28	\$ 31,346.28
1.5	Research Analyst II *	Laura, X	\$	52,929.43	\$ 79,394.15
2	Research Analyst III	Monty, Shari	\$	64,166.58	\$ 128,333.16
1	Secretary IV	Anne	\$	41,870.05	\$ 41,870.05
2	Sr. Health Educator	Lynette, X	\$	56,441.00	\$ 112,882.01
1	Sr. Staff Analyst, Health	Linda	\$	86,193.09	\$ 86,193.09
2	Sr. Typist Clerk	Kareen, Jeanette	\$	35,318.68	\$ 70,637.37
<b>21.5</b>	<b>Total Salaries</b>				<b>\$ 1,251,999.01</b>
	Employee Benefits @ .437957				\$ 548,321.73
					<b>\$ 1,800,320.74</b>
	Bilingual bonus				\$ 1,200.00
2	Student Professional Workers	Larry, Will	\$	11,250.00	\$ 22,500.00
	<b>TOTAL PERSONNEL</b>				<b>\$ 1,824,020.74</b>
<b>OPERATING EXPENSES</b>					
	TCS Communications Network (PARTNERS)				\$ -
	Space Lease				\$ 192,000.00
	General Expenses				\$ 14,000.00
	Communications				\$ 7,500.00
	Travel & Training				\$ 10,000.00
	<b>TOTAL OPERATING EXPENSES</b>				<b>\$ 223,500.00</b>
<b>OTHER COSTS</b>					
	Mileage				\$ 6,647.15
	Educational Materials				\$ 6,000.00
	Promotional Items				\$ 6,500.00
	<b>TOTAL OTHER COSTS</b>				<b>\$ 19,147.15</b>
<b>EQUIPMENT</b>					
	Equipment				\$ 10,500.00
	<b>TOTAL EQUIPMENT COSTS</b>				<b>\$ 10,500.00</b>
<b>CONTRACTS</b>					
	16 Contracts	\$	100,000.00		\$ 1,600,000.00
	1 Media	\$	200,000.00		\$ 200,000.00
	<b>TOTAL CONTRACTS</b>				<b>\$ 1,800,000.00</b>
<b>INDIRECT COST (@15% of total personnel)</b>					
					<b>\$ 273,603.1112</b>
<b>TOTAL PROGRAM COSTS</b>					
					<b>\$ 4,150,771.00</b>
<b>GRANT ALLOCATION</b>					
	Roll over funds from 04-05	\$	3,714,016.00		
		\$	436,755.00		
		\$	4,150,771.00		<b>\$ 4,150,771.00</b>
<b>UNALLOCATED FUNDS</b>					
					<b>\$ (0.00)</b>

\* 1 Research Analyst II budgeted at 50% - shared with Nutrition Program

Prepared by Maria Gomez  
 May 26, 2005

TOBACCO CONTROL AND PREVENTION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2005,

by and between COUNTY OF LOS ANGELES (hereafter  
"County"),  
and \_\_\_\_\_  
(hereafter "Contractor").

WHEREAS, California Health and Safety Code Section 101025  
places upon County's Board of Supervisors the duty to preserve  
and protect the public's health; and

WHEREAS, California Health and Safety Code Section 101000  
requires County's Board of Supervisors to appoint a County Health  
Officer, and Title 17, California Code of Regulations, Section  
1276 requires the County Health Officer, who is also the Director  
of County's Department of Health Services (DHS), to provide  
services directed toward the prevention or mitigation of chronic  
diseases within the jurisdiction of County; and

WHEREAS, County has been allocated State funds from the  
California Department of Health Services (CDHS) as appropriated  
by Assembly Bill 493, California Health and Safety Code Section  
349.109; and

WHEREAS, County's allocation provides for the development  
and implementation of a local tobacco control and prevention

program (hereafter referred to as "DHS Tobacco Control and Prevention Program ["TCPPI"]"), the objective of which is to provide maximum impact through broad population coverage and by funding resources to high-risk target groups, and

WHEREAS, on March 14, 2005, County released a Request for Proposals ("RFP") for Tobacco Control and Prevention Services: Community-Based Intervention in Los Angeles County competitive selection document with the objective to identify agencies that could provide [REDACTED];

WHEREAS, on or about April 12, 2005, Contractor submitted a proposal in response to County's RFP for Tobacco Control and Prevention Services: [REDACTED], which proposal paper is incorporated into this Agreement by reference; and

WHEREAS, County requires the Contractor to provide the following services: [REDACTED]

[REDACTED];  
and

WHEREAS, Contractor possesses the competence, expertise, facilities, and personnel to provide such tobacco control and prevention services described hereunder and has offered its resources to County to carry out the objectives of the Program which are funded by the State.

WHEREAS, County is authorized by Government Code Section 31000 to contract for these services.

NOW, THEREFORE, the parties hereto agree as follows:

1. TERM: The term of this Agreement shall be effective July 1, 2005, and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2006. Said agreement shall thereafter be automatically renewed for one (1) year without further action by the parties hereto, to and including June 30, 2007, contingent upon the availability and approval of CDHS funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this Agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officers, employees, agents, or subcontractors, to comply with any of the terms of this Agreement

or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right, which may be exercised at any subsequent time.

2. DESCRIPTION OF SERVICES:

A. Effective July 1, 2005 through June 30, 2006, Contractor shall provide tobacco control and prevention services in the manner described in Attachment I, Scope of Work, attached hereto and incorporated herein by reference.

B. During the automatic renewal period of July 1, 2006 through June 30, 2007, Contractor shall provide tobacco control and prevention services in the manner described in Attachment II, Scope of Work, attached hereto and incorporated herein by reference.

In addition, all services provided herein during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A - Description of Services
- (2) Exhibit B - State of California Department of Health Services Additional Provisions
- (2) Exhibit C - Educational Materials Standards
- (3) Exhibit D - Guidelines on Use of Incentives

3. TOBACCO INFORMATION SERVICES AND EDUCATION MATERIALS:

Contractor hereby agrees that all tobacco information and education materials produced and oral presentations conducted with funds under this Agreement shall be in accordance with the Exhibit(s) and Attachment(s), attached hereto. The parties hereby agree that prior to Contractor's publication or distribution of tobacco related information and education materials or conducting of oral presentations under the provisions of this Agreement, Contractor shall obtain the specific approval of Director. Said approval shall be expedited in order to accomplish the purposes of this Agreement.

On approved materials produced pursuant to this Agreement, Contractor agrees to acknowledge the fact that County contributed funds in whole or in part to Contractor for the production of said materials and to include the statement, "THIS MATERIAL WAS MADE POSSIBLE BY FUNDS THROUGH THE PROPOSITION 99 TAX INITIATIVE FROM LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES" on said materials.

Failure of Contractor to comply with the provisions of this Paragraph, or any directions by or on behalf of County pursuant thereto, shall constitute a material breach hereof, and this Agreement may be terminated immediately. County's failure to exercise this right of termination shall not constitute waiver of such right, which may be exercised at any subsequent time.

4. COPYRIGHTS/RIGHTS IN DATA:

A. Subject Data: As used in this clause, the term "Subject Data" means writings, sound recordings, pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature ("whether or not copyrighted or copyrightable") which are first produced or developed under this Agreement. The term does not include financial reports, cost analyses, and similar information incidental to contract administration.

Contractor shall be prohibited from copyrighting any data, publications, or materials, whether written or audio-visual (hereafter referred to as "Subject Data"), first produced or developed from work supported by County during the term of this Agreement. Additionally, County, State and federal governments may use, duplicate, or disclose in any manner and for any purpose whatsoever, and permit others to do so, all Subject Data delivered under this Agreement.

B. Federal Government, State and County Rights:

Subject only to the provisions of Subparagraph C below, the federal Government, State and County may use, duplicate, or disclose in any manner and for any purpose whatsoever, and

have or permit others to do so, all Subject Data delivered under this Agreement.

C. License to Copyrighted Data: In addition to the federal Government, State and County rights as provided in Subparagraph B above, with respect to any data which may be copyrighted, the Contractor agrees to and does hereby grant to the federal Government, State and County a royalty-free, nonexclusive, and irrevocable license throughout the world to use, duplicate, or dispose of such data in any manner for State, County and federal Government purposes and to have or permit other to do so. Provided, however, that such license shall be only to the extent that the Contractor now has, or prior to completion or final settlement of this contract may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

5. MAXIMUM OBLIGATION OF COUNTY:

A. Effective July 1, 2005 through June 30, 2006, the maximum obligation of County for all services provided hereunder shall not exceed [REDACTED] Dollars \$( [REDACTED] ). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

B. During the automatic renewal period of July 1, 2006 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed

[REDACTED] Dollars \$([REDACTED]).

Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

C. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph.

6. BILLING AND PAYMENT:

A. County agrees to compensate Contractor in accordance with the payment structure set forth in the Exhibit(s) and Attachment(s), attached hereto and incorporated herein by reference.

B. "Provision of Services" as used in this Paragraph includes time spent performing any service activities designated in the Exhibit(s) and Attachment(s), and also includes time spent on preparation for such activities.

C. Unit Cost Reimbursement: County agrees to compensate Contractor at rates for units of service as established by the County and as set forth in the Schedule(s), attached hereto. Contractor shall submit reimbursement claims along

with evaluation forms and any other required document in duplicate on claim forms as may be furnished or required by County. Each claim shall be approved and signed by the Contractor's duly authorized designee.

D. Original invoices shall be submitted directly to the Tobacco Control and Prevention Program office ("TCPP"), 3530 Wilshire Boulevard, Suite 800, Los Angeles, California 90010, no later than five (5) working days after the end of each calendar month.

E. Submission of Outstanding/Final Invoices and Non-Payment of Invoices: Upon expiration or prior termination of this Agreement, Contractor shall submit to TCP, within ninety (90) calendar days, any outstanding and/or final invoices for processing and payment. Contractor's failure to submit any outstanding and/or final invoice(s) to TCPP within the specified period described above, shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.

7. NO PAYMENT FOR SERVICES PROVIDED FOLLOWING

EXPIRATION/TERMINATION OF AGREEMENT: Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment it shall immediately

notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

8. FUNDING/SERVICES ADJUSTMENTS AND REALLOCATION:

A. If sufficient monies are available from federal, State, or County funding sources, and upon Director's or his authorized designee's specific written approval, County may require additional services and pass on to Contractor an increase to the applicable County maximum obligation as payment for such services, as determined by County. For the purposes of this provision, Director's authorized designee shall be the Assistant Director of Health Services, Administrative and Financial Services or the Director of TCPP. If monies are reduced by federal, State, or County funding sources, County may also decrease the applicable County maximum obligation as determined by County. Such funding changes will not be retroactive, but will apply to future services following the provision of written notice from Director to Contractor. If such increase or decrease does not exceed fifteen percent (15%) of the applicable County maximum obligation, Director may approve such funding

changes. Director shall provide prior written notice of such funding changes to Contractor and to County's Chief Administrative Officer. If the increase or decrease exceeds fifteen percent (15%) of the applicable County maximum obligation, approval by the County's Board of Supervisors shall be required. Any such change in any County maximum obligation shall be effected by an amendment to this Agreement pursuant to the ALTERATION OF TERMS Paragraph of this Agreement.

B. County and Contractor shall review Contractor's expenditures and commitments to utilize any funds, which are specified in this Agreement for the services hereunder and which are subject to time limitations as determined by Director, midway through each County fiscal year during the term of this Agreement, midway through the applicable time limitation period for such funds if such period is less than a County fiscal year, and/or any other time or times during each County fiscal year as determined by Director. At least fifteen (15) calendar days prior to each such review, Contractor shall provide Director with a current update of all of Contractor's expenditures and commitments of such funds during such County fiscal year or other applicable time period.

If County determines from reviewing Contractor's records of service delivery and billings to County, that a significant underutilization of funds provided under this Agreement will occur over its term, the Director or County's Board of Supervisors may either move such funds to an Exhibit, Attachment, Schedule, and/or budget or measurable objective category in this Agreement where such funds can be more effectively used by Contractor, or reduce the applicable County maximum obligation for services provided hereunder and reallocate such funds to other providers. Director may reallocate a maximum of twenty-five percent (25%) of the applicable County maximum obligation or One Hundred Thousand Dollars (\$100,000), whichever is greater. Director shall provide written notice of such reallocation to Contractor and to County's Chief Administrative Officer. Reallocation of funds in excess of the aforementioned amounts shall be approved by County's Board of Supervisors. Any change in any County maximum obligation shall be effected by an amendment to this Agreement pursuant to the ALTERATION OF TERMS Paragraph of this Agreement.

9. NONEXCLUSIVITY: Contractor acknowledges that it is not the exclusive provider to County of the tobacco control and prevention services to be provided under this Agreement, that County has, or intends to enter into, contracts with other

providers or said services, and that County reserves the right to itself perform the services with its own County personnel.

During the term of this Agreement, Contractor agrees to provide County with the services described in the Agreement.

10. RULES AND REGULATIONS: During the time that Contractor's employees are on County premises, such employees shall be subject to the rules and regulations of such County premises. It is the responsibility of Contractor to acquaint its employees who are to provide services hereunder with such rules and regulations. Contractor shall permanently withdraw any of its employees from the provision of services hereunder upon receipt of written notice from Director that: (1) such employee has violated such rules or regulations, or (2) such employee's actions, while on County premises, indicate that the employee may adversely affect the delivery of health care services. Upon removal of any employee, Contractor shall immediately replace the employee and continue services hereunder.

11. NON-APPROPRIATION OF FUNDS CONDITION: County shall not be obligated for Contractor's performance hereunder or by any provision of this Agreement during any of County's fiscal years (July 1 - June 30) unless and until County's Board of Supervisors appropriates funds for this Agreement in County's budget for each fiscal year. If County's Board of Supervisors fails to appropriate funds for any fiscal year, this Agreement shall be

deemed to have terminated on June 30th of the prior fiscal year. County shall notify Contractor in writing of such non-allocation of funds at the earliest possible date.

12. INDEMNIFICATION: Contractor shall indemnify, defend, and hold harmless County and its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Agreement.

13. GENERAL INSURANCE REQUIREMENTS: Without limiting Contractor's indemnification of County and during the term of this Agreement, Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the following programs of insurance specified in this Agreement. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by County, and such coverage shall be provided and maintained at Contractor's own expense. Contractors who are self-insured for workers compensation must provide a copy of their "Certificate of Consent to Self-Insure" issued by the State in which services will be provided.

A. Evidence of Insurance: Certificate(s) or other evidence of coverage satisfactory to County shall be

delivered to Director at the: Department of Health Services; Contracts and Grants Division; 313 North Figueroa Street, 6th Floor-East; Los Angeles, California 90012-2659, prior to commencing services under this Agreement. Such certificates or other evidence shall:

- (1) Specifically identify this Agreement.
- (2) Clearly evidence all coverages required in this Agreement.
- (3) Contain the express condition that County is to be given written notice by mail at least thirty (30) calendar days in advance of cancellation for all policies evidenced on the certificate of insurance.
- (4) Include copies of the additional insured endorsement to the commercial general liability policy, adding County of Los Angeles, its Special Districts, its officials, officers, and employees as insured for all activities arising from this Agreement.
- (5) Identify any deductibles or self-insured retentions for County's approval. County retains the right to require Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to County, or, require

Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

B. Insurer Financial Ratings: Insurance is to be provided by an insurance company acceptable to County with an A.M. Best rating of not less than A:VII, unless otherwise approved by County.

C. Failure to Maintain Coverage: Failure by Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to County, shall constitute a material breach of contract upon which County may immediately terminate or suspend this Agreement. County, at its sole option, may obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

D. Notification of Incidents, Claims, or Suits:  
Contractor shall report to County:

(1) Any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against Contractor and/or County. Such report shall be made in writing within twenty-four (24) hours of occurrence.

(2) Any third party claim or lawsuit filed against Contractor arising from or related to services performed by Contractor under this Agreement.

(3) Any injury to a Contractor employee which occurs on County property. This report shall be submitted on a County "Non-Employee Injury Report" to County contract manager.

(4) Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies, or securities entrusted to Contractor under the terms of this Agreement.

E. Compensation for County Costs: In the event that Contractor fails to comply with any of the indemnification or insurance requirements of this Agreement, and such failure to comply results in any costs to County, Contractor

shall pay full compensation for all costs incurred by County.

F. Insurance Coverage Requirements for Subcontractors:

Contractor shall ensure any and all subcontractors performing services under this Agreement meet the insurance requirements of this Agreement by either:

- (1) Contractor providing evidence of insurance covering the activities of subcontractors, or
- (2) Contractor providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. County retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.

14. INSURANCE COVERAGE REQUIREMENTS:

A. General Liability Insurance (written on Insurance Services Office ["ISO"] policy form "CG 00 01" or its equivalent) with limits of not less than the following:

General Aggregate:	\$2 Million
Products/Completed Operations Aggregate:	\$1 Million
Personal and Advertising Injury:	\$1 Million
Each Occurrence:	\$1 Million

B. Automobile Liability Insurance (written on ISO policy form "CA 00 01" or its equivalent) with a limit of liability of not less than \$1 Million for each accident.

Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

C. Workers Compensation and Employers' Liability

insurance providing workers compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which Contractor is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident: \$1 Million

Disease - Policy Limit: \$1 Million

Disease - Each Employee: \$1 Million

D. Professional Liability: Insurance covering liability arising from any error, omission, negligent or wrongful act of the Contractor, its officers or employees with limits of not less than \$1 million per occurrence and \$3 million aggregate. The coverage also shall provide an extended two year reporting period commencing upon termination or cancellation of this Agreement.

15. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION:

A. Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of County.

Any assignment or delegation which does not have such prior County consent shall be null and void. For purposes of this Paragraph, such County consent shall require a written amendment to this Agreement which is formally approved and executed by the parties. Any billings to County by any delegatee or assignee on any claim under this Agreement, absent such County consent, shall not be paid by County. Any payments by County to any delegatee or assignee on any claim under this Agreement, in consequence of any such County consent, shall reduce dollar for dollar any claims which Contractor may have against County and shall be subject to set-off, recoupment, or other reduction for any claims which County may have against Contractor, whether under this Agreement or otherwise.

B. Shareholders or partners, or both, of Contractor may sell, exchange, assign, divest, or otherwise transfer any interest they may have therein. However, in the event any such sale, exchange, assignment, divestment, or other transfer is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Agreement, then prior written consent thereof by County's Board of Supervisors shall be required. Any

payments by County to Contractor on any claim under this Agreement shall not waive or constitute such County consent. Consent to any such sale, exchange, assignment, divestment, or other transfer shall be refused only if County, in its sole judgement, determines that the transferee(s) is (are) lacking in experience, capability, or financial ability to perform all Agreement services and other work. This in no way limits any County right found elsewhere in this Agreement, including, but not limited to, any right to terminate this Agreement.

16. SUBCONTRACTING:

A. For purposes of this Agreement, subcontracts shall be approved by Director or his/her authorized designee(s). Contractors's request to Director for approval of a subcontract shall include:

(1) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected, including the degree of competition involved.

(2) A description of the services to be provided under the subcontract.

(3) The proposed subcontract amount, together with Contractor's cost or price analysis thereof.

(4) A copy of the proposed subcontract. Any later

modification of such subcontract shall take the form of a formally written subcontract amendment which must be approved in writing by Director before such amendment is effective.

B. Subcontracts issued pursuant to this Paragraph shall be in writing and shall contain at least the intent of all of the Paragraphs of the body of this Agreement and the requirements of the exhibit(s) and schedule(s) attached hereto.

C. At least thirty (30) calendar days prior to the subcontract's proposed effective date, Contractor shall submit for review and approval to Director, a copy of the proposed subcontract instrument. With the Director's written approval of the subcontract instrument, the subcontract may proceed.

D. Subcontracts shall be made in the name of Contractor and shall not bind nor purport to bind County. The making of subcontracts hereunder shall not relieve Contractor of any requirement under this Agreement, including, but not limited to, the duty to properly supervise and coordinate the work of subcontractors. Approval of the provisions of any subcontract by County shall not be construed to constitute a determination of the allowability of any cost under this Agreement. In no event shall approval on any

subcontract by County be construed as effecting any increase in the amount contained in MAXIMUM OBLIGATION OF COUNTY Paragraph.

E. A fully signed and executed copy of such subcontract shall be provided by Contractor and delivered to County's TCPP, 3530 Wilshire Boulevard, 8<sup>th</sup> Floor, Los Angeles, California 90010, within thirty (30) calendar days after the effective date of subcontract.

17. PUBLIC OFFICIALS: No funds pursuant to this Agreement shall be used to feature in any manner the image or voice of any elected official or candidate for elected office, or directly represent the views of any elected public official or candidate for elected office.

18. COMPLIANCE WITH APPLICABLE LAW:

A. Contractor shall comply with the requirements of all federal, State, and local laws, ordinances, regulations, rules, guidelines, and directives, applicable to its performance hereunder. To the extent there is any conflict between federal and State or local laws, the former shall prevail.

Any reference to a specific statute, regulation, or any other document not prepared by County is deemed to include a reference to any amendment thereto as of the effective date of such amendment; further, this Agreement shall be

interpreted and the parties' duties and obligations under this Agreement shall be consistent with any amendment to any applicable statute, regulation, or other document not prepared by County which occurs after the effective date of the Agreement.

B. Contractor shall indemnify and hold harmless County from and against any and all loss, damage, liability, or expense resulting from any violation on the part of Contractor, its officers, employees, or agents, of such federal, State, or local laws, regulations, guidelines, or directives.

19. ADDITIONAL PROVISIONS: Attached hereto and incorporated herein by reference, are documents labeled ADDITIONAL PROVISIONS and STATE OF CALIFORNIA DEPARTMENT OF HEALTH SERVICES ADDITIONAL PROVISIONS, (hereafter jointly referred to as "Additional Provisions") all of which the terms and conditions therein contained are part of this Agreement.

20. CONSTRUCTION: To the extent there are any rights, duties, obligations, or responsibilities enumerated in the recitals or otherwise in this Agreement, they shall be deemed a part of the operative provisions of this Agreement and are fully binding upon the parties.

21. CONFLICT OF TERMS: To the extent that there exists any conflict or inconsistency between the language of this Agreement

(including its ADDITIONAL PROVISIONS) and that of any Exhibit(s), Attachment(s), and any documents incorporated herein by reference, the language found within this Agreement shall govern and prevail.

22. ALTERATION OF TERMS: This Agreement (including its ADDITIONAL PROVISIONS), and any Exhibit(s) and/or Attachment(s) attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Agreement. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Agreement which is formally approved and executed by the parties in the same manner as this Agreement.

23. CONTRACTOR'S OFFICES: Contractor's office is located at

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Contractor's business telephone number is (\_\_\_\_) \_\_\_\_\_ and facsimile/FAX number is (\_\_\_\_) \_\_\_\_\_. Contractor shall notify County, in writing, of any changes made to its business address, business telephone number and/or facsimile/FAX number as listed herein, or any other business address, business telephone number and/or facsimile/FAX number used in the provision of services herein, at least ten (10) calendar days prior to the effective date(s) thereof.

24. NOTICES: Notices hereunder shall be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Director is authorized to execute all notices or demands which are required or permitted by County under this Agreement. Addresses and parties to be notified may be changed by providing at least ten (10) working days prior written notice to the other party.

A. Notices to County shall be addressed as follows:

(1) Department of Health Services  
Public Health  
313 North Figueroa Street, Room 806  
Los Angeles, California 90012

Attention: Chief of Operations, Public Health

(2) Department of Health Services  
Contracts and Grants Division  
313 North Figueroa Street, 6th Floor-East  
Los Angeles, California 90012

Attention: Division Chief

Department of Health Services  
Public Health Finance  
5555 Ferguson Drive, Suite 120  
City of Commerce, California 90022

Attention: Grant Manager

Department of Health Services  
Tobacco Control and Prevention Program  
3530 Wilshire Boulevard, Suite 800  
Los Angeles, California 90010

Attention: Director

B. Notices to Contractor shall be addressed as follows:

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Attention: \_\_\_\_\_

IN WITNESS WHEREOF, the Board of Supervisors of the County  
of Los Angeles has caused this Agreement to be subscribed by its

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Director, and Contractor has caused this Agreement to be  
subscribed in its behalf by its duly authorized officer, the day,  
month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

By \_\_\_\_\_  
Deputy

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Cara O'Neill, Chief  
Contracts and Grants Division

AGREEMENT05-06.wpd  
ma:06/02/05

EXHIBIT A

DESCRIPTION OF SERVICES

1. GENERAL: Contractor shall be responsible for the recruitment, hiring, training, purchasing of supplies and work schedules of project staff.

2. PERSONNEL:

A. Contractor personnel providing services hereunder shall at all times be employees of Contractor and Contractor shall hire, suspend, discipline or discharge such employees. County may refuse utilization of specific employees of Contractor for any reason, and, in such event, such employee shall be immediately removed from services hereunder by Contractor and shall be immediately replaced by Contractor pursuant to the agency's internal policies.

B. Contractor personnel providing services hereunder shall have prior training and/or experience in community intervention and/or health advocacy.

C. Contractor shall ensure that all its personnel providing services hereunder attend and complete the TCPP "Tobacco 101" training course. Contractor shall arrange through the TCPP for its personnel to attend the Tobacco 101 training as soon as such training becomes available.

D. Contractor shall ensure that appropriate personnel attend the TCPP mandatory orientation meeting and receive the contractor's manual as soon as such meeting is scheduled. Contractor shall adhere to the terms of the manual provided by TCPP during the TCPP mandatory orientation meeting.

E. Contractor shall ensure that appropriate personnel attend the TCPP mandatory quarterly meetings as scheduled by TCPP.

3. SERVICES: Contractor shall provide County and participating agencies with services outlined and described below:

A. Scope of Work: In a satisfactory and proper manner as determined by County, Contractor shall perform functions and services to achieve the objectives specified in the Attachment(s), attached hereto and incorporated herein by reference.

B. Materials Development: Contractors providing tobacco control and prevention activities shall adhere to the TOBACCO INFORMATION SERVICES AND EDUCATION MATERIALS Paragraph of this Agreement. Contractor shall adhere to educational materials standards in accordance with Exhibit B, Educational Materials Standards, attached hereto and incorporated herein by reference, and the following

procedures when developing materials for tobacco education where applicable.

1) Basic Principles:

a. Language used in written materials (i.e., pamphlets, brochures), audiovisual materials (i.e., video tapes), and pictorials (i.e., posters, and similar educational materials) should use terms or descriptions necessary for the target audience to understand the messages.

b. Such terms or descriptions should be target specific, culturally relevant, language appropriate, and the appropriate length and educational level for the intended population.

2) Materials Review:

a. The TCPP will review all requests for the translation of all written materials, pictorials, audiovisuals, and questionnaires. The TCPP will ensure that all State requirements are met including clearance by the State Tobacco Education Clearinghouse of California to ensure non-duplication and coordination to tobacco education materials development Statewide;

b. Within sixty (60) calendar days after contract agreement, the Contractor will present for

assessment actual copies of written materials, pictorials, and audiovisuals proposed to be used that are not on the TCPP Approved Materials List.

3) Program Consultant Review: The TCPP will review approved educational curricula, that have been modified, flyers, and proposed educational group session activities to be used under the project plan, guided by the basic principles in Section 2.b under Materials Development.

D. Approved Materials List: Contractors providing tobacco control and prevention activities will utilize the TCPP's approved materials list which contains an updated approved list and samples of pamphlets, approved educational videos, and suggested promotional items.

E. Incentive Policy Statement and Tracking Procedures: Contractors providing tobacco control and prevention activities may utilize funds for incentive programs (i.e., interventions aimed at maintaining behaviors that prevent tobacco use or encourage tobacco cessation), provided cash is not used as an incentive and the value of the incentive is limited to Fifty dollars (\$50) worth of merchandise per person over a twelve (12) month period. Contractor shall adhere to the guidelines on use of incentives in accordance with, Exhibit C, Guidelines on Use of Incentives, attached

hereto and incorporated herein by reference. Awards exceeding this amount may be provided from donations solicited from within the community. Contractor will adhere to the incentive award policy in accordance with the following guidelines:

- 1) All funds expended for incentives must be tied directly to a tobacco control and prevention education, prevention, intervention, or cessation program.
- 2) Incentives are to be used for patient/client related activities only.
- 3) Contractor is responsible for maintaining a properly documented incentive tracking log for all incentive award recipients and shall document this information in accordance with Attachment IV, attached hereto and incorporated herein by reference.
- 4) The incentive tracking log shall be forwarded to the TCPP office within three (3) working days after each activity.

F. Consultant and Contractual Agreements: Contractor shall adhere to the SUBCONTRACTING Paragraph of this Agreement for all subcontractors entered into for the provision of services, including contracts with consultants. The proposed subcontract instrument must include, but not be limited to, the name of the organization, period of

performance, description of activities, evaluation mechanism and an itemized budget. Subcontracts must be submitted to the TCPP within thirty (30) calendar days of the effective date of subcontract.

4. MINIMUM STANDARDS: In addition to the standards set forth in the DESCRIPTION OF SERVICES Paragraph of this Agreement, Contractor's services shall meet the following minimum standards to the satisfaction of County.

A. Target Population: The Contractor shall provide services to the target population and service areas as outlined in the Attachment(s), attached hereto.

B. Subject Matter/Planning: Subject matter/planning shall include, but not be limited to, the following:

1. Objectives for Contractor's services shall include evaluation methods.

a. Program evaluation shall be built into tobacco control and prevention activities and, at a minimum, should assess how well the target populations were reached.

b. Contractor shall utilize mandatory evaluation forms as required by the County.

2. All services are to be culturally and linguistically appropriate for the target populations and intervention groups.

5. CONTRACTOR'S WARRANTIES: Contractor represents, warrants, and agrees:

A. That Contractor is in good financial standing and will remain so until the subject materials or services are completed and delivered; and that Contractor has the power and authority to execute this Agreement.

B. That the subject materials shall not violate or infringe any copyright (whether literary, dramatic, musical, or otherwise), patent, trademark, trade name or contract, property or personal right, or right of privacy or other right of any person, or constitute an act of unfair competition, or a libel or slander of any person.

C. That there are and will be no claims, liens, encumbrances or right in or to the subject materials or any part thereof which can or will impair County's rights thereunder.

D. That Contractor has not granted or assigned, and will not grant or assign to any person or entity other than County, any right, title, or interest in or to the subject materials.

D. That Contractor will obtain written approval from TCPP for any training or conferences it plans to attend, at least thirty (30) calendar days prior to any training or conference dates. Contractor's request to attend any

training or conferences must include, at a minimum, the name of the training or conference, location (travel limited to the State of California) where the training or conference will be held, and how such training or conference relates to services provided under this Agreement. Furthermore, that Contractor will not receive any reimbursement from County for any training or conference attended for which prior written approval from TCPP was not obtained.

F. That Contractor shall complete the performance of services required under this Agreement within the terms of this Agreement.

6. CONTRACTOR PERSONNEL AND PERFORMANCE GUIDELINES:

Overall management of Contractor's responsibilities hereunder shall be provided by a designated staff member who shall work independently and coordinate all efforts to insure that project activities are completed. Designated staff's name and title shall be forwarded to TCPP within thirty (30) calendar days of the Agreement.

7. REIMBURSEMENT: Subject to the provisions of the BILLING AND PAYMENT Paragraph of this Agreement, County shall compensate Contractor by provisional payments for performing services hereunder in the following manner:

A. Contractor shall submit bills (i.e., invoices) to County monthly as described in the Payment Paragraph of the body of this Agreement.

B. Contractor shall forward billings along with evaluation forms and other required documents as described in the REPORTING Paragraph of Exhibit A of this Agreement to the TCPP office.

C. Within a reasonable period of time following receipt of complete and correct monthly billings and reports, County shall make payment to Contractor in accordance with payment provisions set out in the BILLING AND PAYMENT Paragraph of this Agreement. Payment will be made on billing claims, in writing, filed with and approved by the Director, or designated personnel, provided that Contractor is not in default under any provision of this Agreement. If Contractor should perform any work which is outside the scope of this Agreement, such work shall be deemed to be gratuitous and Contractor shall have no claim against County.

D. If the event that County is required, due to an audit of Contractor's bills or otherwise, to reimburse funds for these services to the State or has its payment reduced, Contractor agrees to reimburse County or to allow County to reduce payments to Contractor accordingly.

8. REPORTING: Contractor shall submit to TCPP no later than five (5) working days after the end of each calendar month, an original invoice, a progress report, and all evaluation forms for all activities performed.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2005 Through June 30, 2006  
AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct FIELD(TO1) one-on-one outreach away from agency's routine services, to foster awareness of tobacco control issues and services available.  FIELD(comment)	<p>1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.</p> <p>1.3 Work with DHS to minimize duplication of services with other subcontractors.</p> <p>1.4 Develop a presentation outline for outreach to be conducted away from the agency.</p> <p>1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>1.5 Identify outreach and educational materials for distribution to the community.</p> <p>1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.</p> <p>1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.</p> <p>1.8 Prepare monthly calendars, including locations, dates and times of activities.</p> <p>1.9 Conduct outreach and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 5-52</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**

**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b> <p>2. Conduct FIELD(TO2) one-on-one outreach at programs within the agency to foster awareness of tobacco control issues and available services.</p> <p><b>FIELD(comment)</b></p>	<p>2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>2.2 Identify programs within the agency where activities will be conducted.</p> <p>2.3 Develop a presentation outline for outreach to be conducted on site.</p> <p>2.3a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>2.4 Identify outreach and educational materials for distribution to the community.</p> <p>2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.</p> <p>2.6 Prepare monthly calendars including locations, dates and times of activities.</p> <p>2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.</p> <p>2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>List will be kept on file.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

AGENCY NAME - FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>  3. Conduct FIELD(TO3) small (29-45 participants) events to foster awareness of tobacco control issues and available services to the community.  FIELD(comment)	<p>3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.</p> <p>3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.</p> <p>3.4 Develop a presentation outline for small events.</p> <p>3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.</p> <p>3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.</p> <p>3.6 Identify outreach and educational materials for distribution to the community.</p> <p>3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.</p> <p>3.8 Prepare monthly calendars, including locations, dates and times of events.</p> <p>3.9 Conduct small events and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1 - 4</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and approved flyers, bulletins and announcements will be kept on file.</p> <p>Approval letters and samples of approved outreach and educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

**AGENCY NAME: FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>			
4. Conduct <b>FIELD(TO4)</b> large (more than 100 participants) events to foster awareness of tobacco control issues and available services.  FIELD(comment)	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.  4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.  4.4 Develop a presentation outline for large events.  4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.  4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.  4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.  4.6 Identify outreach and educational materials for distribution to the community.  4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.  4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.  4.8 Prepare monthly calendars, including locations, dates and times of events.  4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4  Monthly  Weeks 5-52	Approval letter and approved action plan will be kept on file.  List will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letters and approved flyers, bulletins and announcements will be kept on file.  Approval letters and samples of approved outreach and educational materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2005 Through June 30, 2006

AGENCY NAME: **FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b> <p>5. Conduct FIELD(TO5) small (15-30 participants) group meeting in boys &amp; girls clubs, community centers, housing projects, parks &amp; recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services.</p> <p><b>FIELD(comment)</b></p>	<p>5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>5.2 Develop an outline for presentations about tobacco control topics and issues.</p> <p>5.2a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.</p> <p>5.4 Identify and/or develop educational materials to be used during presentations.</p> <p>5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.</p> <p>5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.</p> <p>5.6 Prepare monthly calendars, including locations, dates and times of presentations.</p> <p>5.7 Make presentations at small group meetings and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Week 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

**AGENCY NAME: FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct FIELD(TO6) large (more than 30 participants) group meetings in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services.	<p>6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>6.2 Develop an outline for presentations about tobacco control topics and issues.</p> <p>6.2a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.</p> <p>6.4 Identify and/or develop educational materials to be used during presentations.</p> <p>6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.</p> <p>6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.</p> <p>6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.</p> <p>6.7 Make presentations at large group meetings and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**

**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct <u>FIELD(TP)</u> large (more than 10 participants) group peer counselor training.  <u>FIELD(comment)</u>	<p>7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>7.2 Develop a presentation outline, curriculum and pretest/posttest for training.</p> <p>7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.</p> <p>7.3 Identify and recruit youth to be trained.</p> <p>7.4 Identify and/or develop educational materials to be used during training.</p> <p>7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.</p> <p>7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.</p> <p>7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.</p> <p>7.7 Conduct training sessions and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-12</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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July 1, 2005 Through June 30, 2006

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>  8. Conduct FIELD(TP2) <sup>®</sup> small (10-30 participants) group single session prevention presentations to children or teens.  FIELD(comment)	<p>8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>8.2 Identify opportunities for prevention presentations to children or teens.</p> <p>8.3 Develop an outline for prevention presentations.</p> <p>8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.</p> <p>8.4 Identify and/or develop educational materials to be used during prevention presentations.</p> <p>8.4a Prior to distribution of educational materials, submit samples to DHS for approval.</p> <p>8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.</p> <p>8.6 Prepare a monthly calendar, including location sites, dates and times of presentations.</p> <p>8.7 Conduct prevention presentations and submit appropriate evaluations.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>			
9. Conduct FIELD(HP) <sup>TM</sup> small (15-40 participants) group single session health promotion presentations to adults, to foster awareness of tobacco control issues and available services.	<p>9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>9.2 Identify opportunities for health promotion presentations to adults in the target group.</p> <p>9.3 Develop an outline for health promotion presentations to adults.</p> <p>9.3a Prior to conducting presentations, submit outline to DHS for review and approval.</p> <p>9.4 Identify and/or develop educational materials to be used during health promotion presentations.</p> <p>9.4a Prior to distribution of educational materials, submit samples to DHS for approval.</p> <p>9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.</p> <p>9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.</p> <p>9.7 Conduct presentations and submit appropriate evaluation forms to DHS.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>			
10. Outreach to <u>FIELD(MO1)</u> merchants to ensure that they are in compliance with or exceed the STAKE ACT and reduce single cigarette sales. Discuss current state and local regulations that pertain to the sale of tobacco to minors and/or the sale of single cigarettes.  <u>FIELD(comment)</u>	<p>10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.</p> <p>10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.</p> <p>10.3a Prior to conducting outreach, submit outline to DHS for review and approval.</p> <p>10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.</p> <p>10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.</p> <p>10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.</p> <p>10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.</p> <p>10.8 Make follow-up visits to determine compliance with STAKE ACT.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Outreach to FIELD(MHP) merchants to distribute self help materials and other tobacco brochures/educational materials, and offer assistance with health promotion presentations to employees.	<p>11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.</p> <p>11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.</p> <p>11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.</p> <p>11.4 Identify and/or develop educational materials to be used for merchant health promotion.</p> <p>11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.</p> <p>11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.</p> <p>11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.</p> <p>11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>
FIELD(comment)			

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Outreach to FIELD(BO1) businesses to ensure that they are in compliance AB13, the State smokefree workplace law.  FIELD(comment)	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  12.2 Identify businesses to target for outreach using DHS information and other databases.  12.3 Develop a presentation outline for business outreach.  12.3a Prior to conducting outreach, submit outline to DHS for review and approval.  12.4 Identify and/or develop outreach and educational materials to be used for business outreach.  12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.  12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.  12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.  12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.  12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Monthly  Weeks 5-52  Weeks 5-52	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and samples of approved educational and outreach materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Outreach to FIELD(BHP1) businesses to distribute self help materials and other tobacco brochures/educational materials, and offer assistance with health promotion presentations to employees.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will be kept on file.
FIELD(comment)	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Approval letter and approved educational materials will be kept on file.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
<p>1. Conduct FIELD(TO1) one-on-one outreach away from agency's routine services, to foster awareness of tobacco control issues and services available.</p> <p>FIELD(comment)</p>	<p>1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.</p> <p>1.3 Work with DHS to minimize duplication of services with other subcontractors.</p> <p>1.4 Develop a presentation outline for outreach to be conducted away from the agency.</p> <p>1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>1.5 Identify outreach and educational materials for distribution to the community.</p> <p>1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.</p> <p>1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.</p> <p>1.8 Prepare monthly calendars, including locations, dates and times of activities.</p> <p>1.9 Conduct outreach and complete appropriate evaluation forms</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 5-52</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>  2. Conduct FIELD(TO2) one-on-one outreach at programs within the agency to foster awareness of tobacco control issues and available services.  FIELD(comment)	<p>2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>2.2 Identify programs within the agency where activities will be conducted.</p> <p>2.3 Develop a presentation outline for outreach to be conducted on site.</p> <p>2.3a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>2.4 Identify outreach and educational materials for distribution to the community.</p> <p>2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.</p> <p>2.6 Prepare monthly calendars including locations, dates and times of activities.</p> <p>2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.</p> <p>2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.</p>	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Monthly  Weeks 5-52  Weeks 5-52	Approval letter and approved action plan will be kept on file.  List will kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letters and samples of approved materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  List will be kept on file.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

## LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

## SCOPE OF WORK

July 1, 2006 Through June 30, 2007

AGENCY NAME: **FIELD**(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct FIELD(TO3) small (29-45 participants) events to foster awareness of tobacco control issues and available services to the community.	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>	3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.  3.4 Develop a presentation outline for small events.	Weeks 1-4 and ongoing	List will be kept on file.
	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8 Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9 Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>			
4. Conduct FIELD(TO4) large (more than 100 participants) events to foster awareness of tobacco control issues and available services.  FIELD(comment)	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.  4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.  4.4 Develop a presentation outline for large events.  4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.  4.5 As appropriate, develop flyers, bulletins, and announcements for promoting events.  4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.  4.6 Identify outreach and educational materials for distribution to the community.  4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing	Approval letter and approved action plan will be kept on file.  List will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letters and approved flyers, bulletins and announcements will be kept on file.  Approval letters and samples of approved outreach and educational materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.  4.8 Prepare monthly calendars, including locations, dates and times of events.  4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 1-4  Monthly  Weeks 5-52	

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>  5. Conduct FIELD(TO5) small (15-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services.  <b>FIELD(comment)</b>	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  5.2 Develop an outline for presentations about tobacco control topics and issues.  5.2a Prior to conducting activities, submit outline to DHS for review and approval.  5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.  5.4 Identify and/or develop educational materials to be used during presentations.  5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.  5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.  5.6 Prepare monthly calendars, including locations, dates and times of presentations.  5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 1-4  Week 1-4  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4  Monthly  Weeks 5-52	Approval letter and approved action plan will be kept on file.  Approval letter and approved outline will be kept on file.  List will be kept on file.  Approval letters and samples of approved educational materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct FIELD(TO6) large (more than 30 participants) group meetings in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services.  FIELD(comment)	<p>6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>6.2 Develop an outline for presentations about tobacco control topics and issues.</p> <p>6.2a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.</p> <p>6.4 Identify and/or develop educational materials to be used during presentations.</p> <p>6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.</p> <p>6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.</p> <p>6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.</p> <p>6.7 Make presentations at large group meetings and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: **FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct FIELD(TP1) large (more than 10 participants) group peer counselor training.  FIELD(comment)	<p>7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>7.2 Develop a presentation outline, curriculum and pretest/posttest for training.</p> <p>7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.</p> <p>7.3 Identify and recruit youth to be trained.</p> <p>7.4 Identify and/or develop educational materials to be used during training.</p> <p>7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.</p> <p>7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.</p> <p>7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.</p> <p>7.7 Conduct training sessions and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-12</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct FIELD(TP2) small (10-30 participants) group single session prevention presentations to children or teens.	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  8.2 Identify opportunities for prevention presentations to children or teens.  8.3 Develop an outline for prevention presentations.  8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.  8.4 Identify and/or develop educational materials to be used during prevention presentations.  8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letters and samples of approved educational materials will be kept on file.  List will be kept on file.
FIELD(comment)	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.  8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Weeks 1-4  Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: **FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>			
9. Conduct FIELD(HPI) small (15-40 participants) group single session health promotion presentations to adults, to foster awareness of tobacco control issues and available services.	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will be kept on file.
<b>FIELD(comment)</b>	9.3 Develop an outline for health promotion presentations to adults.  9.3a Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.4 Identify and/or develop educational materials to be used during health promotion presentations.  9.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

AGENCY NAME: **[REDACTED](Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>			
10. Outreach to [REDACTED] merchants to ensure that they are in compliance with or exceed the STAKE ACT and reduce single cigarette sales. Discuss current state and local regulations that pertain to the sale of tobacco to minors and/or the sale of single cigarettes.	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.  10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.  10.3a Prior to conducting outreach, submit outline to DHS for review and approval.  10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.  10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.  10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.  10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Monthly	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and samples of approved materials will be kept on file.  List will be kept on file.  List will be kept on file.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.
<b>[REDACTED](comment)</b>			
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.  10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52  Weeks 5-52	Weeks 5-52  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME: FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Outreach to FIELD(MHP) merchants to distribute self help materials and other tobacco brochures; educational materials, and offer assistance with health promotion presentations to employees.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>			
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

AGENCY NAME: **[REDACTED] Agency**

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Outreach to <b>[REDACTED](BOI)</b> businesses to ensure that they are in compliance AB13, the State smokefree workplace law.  [REDACTED](comment)	<p>12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>12.2 Identify businesses to target for outreach using DHS information and other databases.</p> <p>12.3 Develop a presentation outline for business outreach.</p> <p>12.3a Prior to conducting outreach, submit outline to DHS for review and approval.</p> <p>12.4 Identify and/or develop outreach and educational materials to be used for business outreach.</p> <p>12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.</p> <p>12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.</p> <p>12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.</p> <p>12.8 Complete follow-up visits to ensure compliance with AB13.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and samples of approved educational and outreach materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Outreach to FIELD(BHP1) businesses to distribute self help materials and other tobacco brochures/educational materials, and offer assistance with health promotion presentations to employees.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.  13.3 Develop a presentation outline for business health promotion.  13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.  13.4 Identify and/or develop educational materials appropriate for business health promotion.  13.4a Prior to distribution of educational materials, submit to DHS for review and approval.  13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.  13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Monthly	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.
<b>FIELD(comment)</b>			
13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52		

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct TO1 one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCPP-mandated meetings or other meetings necessary to advocate for policy goals.	<p>1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.</p>	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>Conduct 500 one-on-one tobacco cessation trainings, services, or attending TCPP-mandated meetings or other meetings necessary to meet cessation program goals.</b>	<p>1.3 Work with DHS to minimize duplication of services with other subcontractors.</p> <p>1.4 Develop a presentation outline for outreach to be conducted away from the agency.</p> <p>1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>1.5 Identify outreach and educational materials for distribution to the community.</p> <p>1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.</p> <p>1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.</p> <p>1.8 Prepare monthly calendars, including locations, dates and times of activities.</p> <p>1.9 Conduct outreach and complete appropriate evaluation forms.</p>	<p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p>	<p>List will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers			
<b>MEASURABLE OBJECTIVES</b>	<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>TOBACCO OUTREACH #2</b>			
2. Conduct TO2 one-on-one outreach and advocacy at clinics or programs within the agency.	2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  2.2 Identify programs within the agency where activities will be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will kept on file.
<b>Conduct 800 one-on-one tobacco cessation trainings or services.</b>	2.3 Develop a presentation outline for outreach to be conducted on site.  2.3a Prior to conducting activities, submit outline to DHS for review and approval.  2.4 Identify outreach and educational materials for distribution to the community.	Weeks 1-4	Approval letter and approved outline will be kept on file.  Approval letter and samples of approved materials will be kept on file.
	2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	
	2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weeks 1-4	List will be kept on file.
	2.6 Prepare monthly calendars including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	List will be kept on file.
	2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct 0 small events (29-75 participants) to advocate tobacco issues & available services.	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.  3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.  3.4 Develop a presentation outline for small events.	Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will be kept on file.
<b>For cessation contracts, does not apply at this time.</b>	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8 Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9 Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers			
<b>MEASURABLE OBJECTIVES</b>	<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>TOBACCO OUTREACH #4</b>			
4. Conduct 0 large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.  4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.  4.4 Develop a presentation outline for large events.  4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.  4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.  4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing	Approval letter and approved action plan will be kept on file.  List will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letters and approved flyers, bulletins and announcements will be kept on file.
For cessation contracts, does not apply at this time.	4.6 Identify outreach and educational materials for distribution to the community.  4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers		<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>MEASURABLE OBJECTIVES</b>				
<b>TOBACCO OUTREACH #5</b>				
5. Conduct TO5 small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.		Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.		Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.		Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.		Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.		Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.		Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.		Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers		<b>MEASURABLE OBJECTIVES</b>	<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>TOBACCO OUTREACH #6</b>					
6. Conduct TO6 large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  6.2 Develop an outline for presentations about tobacco control topics and issues.  6.2a Prior to conducting activities, submit outline to DHS for review and approval.  6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.  6.4 Identify and/or develop educational materials to be used during presentations.  6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.  6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.  6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.			Weeks 1-4	Approval letter and approved action plan will be kept on file.
Conduct 5 large (more than 30 participants) group meetings in community centers, health clinics, or other local venues to increase mobilization in the communities and refer participants to appropriate services.	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.			Weeks 1-4	List will be kept on file.
				Weeks 1-4 and ongoing	List will be kept on file.
				Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
				Weeks 1-4	List will be kept on file.
				Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
				Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

**AGENCY NAME:** Agency

GOAL: Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct 0 single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours.	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	List will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

GOAL: Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct 0 small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will be kept on file.
For cessation contracts, does not apply at this time.	8.3 Develop an outline for prevention presentations.  8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.  8.4 Identify and/or develop educational materials to be used during prevention presentations.  8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.  Weeks 1-4 and ongoing
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.  8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.  List will be kept on file.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

<b>MEASURABLE OBJECTIVES</b>	<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>HEALTH PROMOTION #1</b>			
9. Conduct 0 small group single session tobacco cessation services (5-20 participants) to smokers.	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	9.3 Develop an outline for health promotion presentations to adults.  9.3a Prior to conducting presentations, submit outline to DHS for review and approval.  9.4 Identify and/or develop educational materials to be used during health promotion presentations.  9.4a Prior to distribution of educational materials, submit samples to DHS for approval.  9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.  9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Weeks 1-4  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing  Weeks 1-4	Approval letter and approved outline will be kept on file.  Approval letters and samples of approved educational materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers			
<b>MEASURABLE OBJECTIVES</b>	<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>MERCHANT OUTREACH #1</b>			
10. Face to face outreach (initial and follow-up visits) to 0 merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.  10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.  10.3a Prior to conducting outreach, submit outline to DHS for review and approval.  10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Weeks 1-4
For cessation contracts, does not apply at this time.	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.  10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.  10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Weeks 1-4  Weeks 1-4  Monthly	Approval letter and samples of approved materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if a facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.  10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52  Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
			Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2005 Through June 30, 2006

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers		<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>MEASURABLE OBJECTIVES</b>				
<b>MERCHANT HEALTH PROMOTION #1</b>	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Weeks 1-4	Approval letter and approved action plan will be kept on file.
11. Conduct 0 employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	List will be kept on file.
<b>For cessation contracts, does not apply at this time.</b>	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to 0 business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.	<p>12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>12.2 Identify businesses to target for outreach using DHS information and other databases.</p> <p>12.3 Develop a presentation outline for business outreach.</p> <p>12.3a Prior to conducting outreach, submit outline to DHS for review and approval.</p> <p>12.4 Identify and/or develop outreach and educational materials to be used for business outreach.</p> <p>12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.</p> <p>12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.</p> <p>12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.</p> <p>12.8 Complete follow-up visits to ensure compliance with AB13.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and samples of approved educational and outreach materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 Through June 30, 2006**

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<p><b>BUSINESS HEALTH PROMOTION #1</b></p> <p>13. Conduct O employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbers.</p> <p>For cessation contracts, does not apply at this time.</p>	<p>13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.</p> <p>13.3 Develop a presentation outline for business health promotion.</p> <p>13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.</p> <p>13.4 Identify and/or develop educational materials appropriate for business health promotion.</p> <p>13.4a Prior to distribution of educational materials, submit to DHS for review and approval.</p> <p>13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.</p> <p>13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.</p> <p>13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETs.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letter and approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 Through June 30, 2007**

**AGENCY NAME:** Agency**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct 101 one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCPP-mandated meetings or other meetings necessary to advocate for policy goals.	<p>1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.</p>	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>Conduct 500 one-on-one tobacco cessation trainings, services, or attending TCPP-mandated meetings or other meetings necessary to meet cessation program goals.</b>	<p>1.3 Work with DHS to minimize duplication of services with other subcontractors.</p> <p>1.4 Develop a presentation outline for outreach to be conducted away from the agency.</p>	Weeks 1-4 and ongoing	List will be kept on file.
	<p>1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>1.5 Identify outreach and educational materials for distribution to the community.</p>	Weeks 1-4	Approval letter and approved outline will be kept on file.
	<p>1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.</p>	Weeks 1-4	Approval letters and samples of approved materials will be kept on file.
	<p>1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.</p> <p>1.8 Prepare monthly calendars, including locations, dates and times of activities.</p>	Weeks 5-52	List will be kept on file.
	1.9 Conduct outreach and complete appropriate evaluation forms.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
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GOAL: Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>			
2. Conduct TO2 one-on-one outreach and advocacy at clinics or programs within the agency.	2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  2.2 Identify programs within the agency where activities will be conducted.  2.3 Develop a presentation outline for outreach to be conducted on site.  2.3a Prior to conducting activities, submit outline to DHS for review and approval.  2.4 Identify outreach and educational materials for distribution to the community.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4 and ongoing	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.
<b>Conduct 800 one-on-one tobacco cessation trainings or services.</b>	2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.  2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.  2.6 Prepare monthly calendars including locations, dates and times of activities.  2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.  2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 1-4 and ongoing  Weeks 1-4  Monthly	Approval letters and samples of approved materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  List will be kept on file.
		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct 0 small events (29-75 participants) to advocate tobacco issues & available services.	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.  3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.  3.4 Develop a presentation outline for small events.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>For cessation contracts, does not apply at this time.</b>	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	List will be kept on file.
	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8 Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9 Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

GOAL: Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>			
4. Conduct 0 large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
	4.4 Develop a presentation outline for large events.	Weeks 1-4	
	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

GOAL: Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers		IMPLEMENTATION	TIME LINE	EVALUATION
MEASURABLE OBJECTIVES	TOBACCO OUTREACH #5			
5. Conduct TO5 small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	<p>5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>5.2 Develop an outline for presentations about tobacco control topics and issues.</p> <p>5.2a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.</p> <p>5.4 Identify and/or develop educational materials to be used during presentations.</p> <p>5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.</p> <p>5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.</p> <p>5.6 Prepare monthly calendars, including locations, dates and times of presentations.</p> <p>5.7 Make presentations at small group meetings and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Week 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>	

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct 106 large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
Conduct 5 large (more than 30 participants) group meetings in community centers, health clinics, or other local venues to increase mobilization in the communities and refer participants to appropriate services.	6.2a Prior to conducting activities, submit outline to DHS for review and approval.  6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.  6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct 0 single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours.	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct 0 small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendar, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>			
9. Conduct 0 small group single session tobacco cessation services (5-20 participants) to smokers.	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	9.3 Develop an outline for health promotion presentations to adults.  9.3a Prior to conducting presentations, submit outline to DHS for review and approval.  9.4 Identify and/or develop educational materials to be used during health promotion presentations.  9.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	List will be kept on file.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
			Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

<b>GOAL:</b> Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers		<b>IMPLEMENTATION</b>	<b>TIME LINE</b>	<b>EVALUATION</b>
<b>MEASURABLE OBJECTIVES</b>				
<b>MERCHANT OUTREACH #1</b>				
10. Face to face outreach (initial and follow-up visits) to 0 merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.		Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.		Weeks 1-4	
	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.		Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.		Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.		Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.		Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.		Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8 Make follow-up visits to determine compliance with STAKE ACT.		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct 0 employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.  11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.  11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.  11.4 Identify and/or develop educational materials to be used for merchant health promotion.  11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4  Weeks 1-4 and ongoing  Weeks 1-4  Weeks 1-4  Weeks 1-4	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and approved outline will be kept on file.  List will be kept on file.
<b>For cessation contracts, does not apply at this time.</b>			
11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.  11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Weeks 1-4  Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	
11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 Through June 30, 2007**

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to 0 business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  12.2 Identify businesses to target for outreach using DHS information and other databases.  12.3 Develop a presentation outline for business outreach.  12.3a Prior to conducting outreach, submit outline to DHS for review and approval.  12.4 Identify and/or develop outreach and educational materials to be used for business outreach.  12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.  12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.  12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Weeks 1-4  Monthly	Approval letter and approved action plan will be kept on file.  List will be kept on file.  Approval letter and approved outline will be kept on file.  Approval letter and samples of approved educational and outreach materials will be kept on file.  List will be kept on file.  Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**

July 1, 2006 Through June 30, 2007

**AGENCY NAME:** Agency

**GOAL:** Reduce the burden of disease and disability through the provision of smoking cessation services for lesbian, gay, bisexual and transgender (LGBT) smokers

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct 0 employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.  13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
For cessation contracts, does not apply at this time.	13.3 Develop a presentation outline for business health promotion.  13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.  13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.  13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	List will be kept on file.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.  Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

SCHEDULE 1

July 1, 2005 through June 30, 2006

(Sample)

		July 1, 2005 through June 30, 2006 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$95,000
II.	PROGRAM DEVELOPMENT*	\$5,000
III.	TOTAL BUDGET	\$100,000

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

(Agency)

SCHEDULE 2

July 1, 2006 through June 30, 2007

(Sample)

		July 1, 2006 through June 30, 2007 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$90,000
II.	TOTAL BUDGET	\$90,000

EXHIBIT B

STATE OF CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
ADDITIONAL PROVISIONS

TOBACCO CONTROL AND PREVENTION SERVICES AGREEMENT

STATE OF CALIFORNIA  
DEPARTMENT OF HEALTH SERVICES  
ADDITIONAL PROVISIONS

(FOR STATE FUNDED SUBVENTION AID/LOCAL ASSISTANCE  
COST REIMBURSEMENT CONTRACTS/GRANTS)

1. TRAVEL AND PER DIEM

Any reimbursement for necessary travel and per diem shall be at rates currently in effect, as established by the Department of Personnel Administration, for similar state employees. Exceptions to these rates may be approved by the State upon the verification of a statement submitted by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State.

2. PURCHASING/PROCUREMENT RULES

- a. Units of local government and public entities (including the Universities of California and California State University and auxiliary organizations/foundations thereof) and state and federal agencies, whether acting as a contractor and/or subcontractor, may use their existing procurement systems to secure all articles, supplies, equipment (e.g., nonexpendable items with a unit cost of \$500 or more and a useful life expectancy of four or more years, including EDP/ADP, telecommunications, and motor vehicles) and services related to such purchases that are required in performance of this contract, without regard to dollar limit, subject to the provisions in paragraphs e through i of this section. The provisions in paragraphs b,c, and d of this section may also apply, if purchases are subdelegated to subcontractors that are nonprofit organizations, for-profit entities or private vendors.
- b. All other entities (nonprofit organizations, for-profit entities, or private vendors) may use their existing procurement systems to secure articles, supplies, equipment (e.g., nonexpendable items with a unit cost of \$500 or more and a useful life expectancy of four or more years, including EDP/ADP, telecommunications, and motor vehicles) and services related to such purchases that are required in performance of this contract. **Equipment procurement shall not exceed an annual maximum limit of \$50,000, subject to the provisions stipulated in paragraphs e through i of this section.** The provisions in paragraph a of this section may also apply, if purchases are subdelegated to subcontractors that are units of local government, public entities, state or federal agencies.
- c. All other entities (nonprofit organizations, for-profit entities, or private vendors), whether action as a contractor or subcontractor, shall use procurement systems that meet the following standards:
  - (1) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement contract in which, to his or her knowledge, he or she has a financial interest.
  - (2) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.

- (3) Procurements shall be conducted in a manner that provides for all of the following:
- (a) Avoidance of the purchasing of unnecessary or duplicate items.
  - (b) Solicitations for capital expenditures (equipment) shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.
  - (c) The taking of positive steps to utilize small, minority, women or veteran owned businesses.
- d. To secure equipment above the annual maximum limit of \$50,000, the Contractor shall make arrangements, through the appropriate Department of Health Services (DHS) program contract manager, to have all remaining equipment purchased through the DHS Purchasing Unit by way of the Department of General Services, Office of Procurement. The cost of equipment purchased by or through the State shall be deducted from the funds available in this contract. Contractor shall submit to the DHS Purchasing Unit a list of equipment specifications for those items that the State must purchase. The State may pay the vendor directly for such arranged equipment purchases and title to the equipment will remain with the State. The equipment will be delivered to the Contractor's address, as stated on the face of the contract, unless the Contractor notifies the State, in writing, of an alternate delivery address.
- e. Prior written authorization from the DHS program contract manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for articles, supplies, equipment, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by the State, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- f. In special circumstances, defined by the State, the State may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. The State reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or Subcontractor purchase that the State determines to be unnecessary in carrying out performance under this contract.
- g. The contractor and/or Subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this contract. The State reserves the right to request copies of these documents and to inspect the purchasing practices of the Contractor and/or Subcontractor at any time.
- h. For all purchases, the Contractor and/or Subcontractor must maintain copies of all paid vendor receipts, documents, bids, and other information used in vendor selection, for inspection or audit by the State. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or Subcontractor for inspection or audit by the State.
- i. The State may, with cause (e.g. with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under paragraphs a and/or b of this section, by giving the Contractor no less than 30 calendar days written notice.

3. OWNERSHIP/DISPOSITION/INVENTORY OF EQUIPMENT PURCHASED/REIMBURSED WITH CONTRACT FUNDS OR FURNISHED BY THE STATE

- a. All equipment of any kind, as defined in section 3, paragraph a, purchased/reimbursed with contract funds or furnished by the State under the terms of this contract and not fully consumed in performance of this contract shall be considered state equipment and property of the State.
- b. Title to state equipment shall not be affected by its incorporation or attachment to any property not owned by the State.
- c. Unless otherwise stipulated, the State shall not be under obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment.
- d. The Contractor and/or Subcontractor shall maintain and administer, according to state directives and sound business practices, a program for the proper use, maintenance, repair, protection, insurance, and preservation of state equipment.
- e. Equipment, as defined in section 3, paragraph a, purchased/reimbursed with contract funds or furnished by the State under the terms of this contract, shall only be used for performance of this contract.
- f. The Contractor shall submit an annual inventory of equipment, as defined in section 3, paragraph a, purchased/reimbursed with contract funds or furnished by the State under the terms of this contract. Include in that inventory, said equipment in the Contractor's possession and/or in the possession of a subcontractor. The State will prescribe the inventory format and may supply applicable forms to be used for this purpose.
- g. Within 90 calendar days prior to the termination or end of this contract, the Contractor shall provide a final inventory of equipment to the State and shall at that time query the State as to the requirements, including the manner and method, of returning state equipment to DHS. Final disposition of equipment shall be at state expense and according to state instructions. Property disposition instructions shall be issued by the State immediately after receipt of the final equipment inventory.

h. **Motor Vehicles**

- (1) If motor vehicles are purchased/reimbursed with contract funds or furnished by the State under the terms of this contract, within 30 calendar days prior to the termination or end of this contract, the Contractor and/or Subcontractor shall return such vehicles to the State and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to the State.
- (2) If motor vehicles are purchased/reimbursed with contract funds or furnished by the State under the terms of this contract, the State shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or Subcontractor may use said vehicles for performance and under the terms of this contract.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with contract funds or furnished by the State under the terms of this contract, shall hold a valid State of California driver's license. In the event that 10

or more passengers are to be transported in any one vehicles, the operator shall also hold a State of California Class B driver's license.

- (4) If any motor vehicle is purchased/reimbursed with contract funds or furnished by the State under the terms of this contract, the Contractor and/or Subcontractor, as applicable, shall provide, maintain and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this contract or any period of contract extension during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

(a) **Automobile Liability Insurance**

The Contractor, by signing this contract, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage liability combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with contract funds or furnished by the State under the terms of this contract, to the Contractor and/or Subcontractor.

- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the State.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this contract or until such time as the motor vehicle is returned to the State.
- (d) The Contractor and/or Subcontractor agree to provide, at least 30 days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this contract, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor must provide evidence that any required certificates of insurance contain the following provisions:
- [1] The insurer will not cancel the insured's coverage without 30 calendar days prior written notice to the State (Department of Health Services).
  - [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract and any extension or continuation of this contract are concerned.
  - [3] The insurance carrier shall notify the State of California Department of Health Services, in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to the contract number for which insurance was obtained.

- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services, Office of Insurance and Risk Management. The Contractor shall be notified by the State, in writing, if this provision is applicable to this contract.
- (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, the State may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.

#### 4. REQUIREMENTS APPLICABLE TO SUBCONTRACTS FOR SERVICES

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. For subcontracts for services exceeding \$5,000, Contractors shall obtain at least three bids or justify a sole source award.
  - (1) The contractor must provide in its request for authorization, all particulars necessary for evaluating the necessity or desirability of incurring such cost.
  - (2) The State may identify the information needed to fulfill this requirement.
- b. The State reserves the right to approve or disapprove the selection of subcontractors, require the substitution of subcontractors, and order the termination of subcontracts entered into in support of this contract.
- c. Actual subcontracts (i.e. written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of the State. The State may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by the State.
- d. Contractor shall maintain a copy of each subcontract entered into in support of this contract and shall, upon request by the State, make said copies available for approval, inspection, or audit.
- e. Sole responsibility rests with the Contractor to ensure that subcontractors are paid in a timely manner.
- f. The Contractor is responsible for all performance requirements under this contract even though performance may be carried out through a subcontract.
- g. The Contractor is responsible for a subcontractor's actions or failure to take action in fulfilling the requirements of this contract.
- h. When entering into consulting services contracts with the State, Contractor may be required to supply budget detail for each subcontractor and/or each major subcontracted activity under this contract.
  - (1) Budget detail format and submission requirements will be prescribed by the State.
  - (2) Methods of including budget detail in this contract, if applicable, will be prescribed by the State.

- (3) Any subcontractor budget detail displayed in this contract, or incorporated by reference, is included for information purposes only.

Changes to a subcontractor's identity or subcontract budget detail may be made with the mutual consent of the State and the Contractor and said changes shall not require the processing of a formal amendment to this contract.

- i. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this contract.

- j. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:

“(Subcontractor Name) agrees to maintain and preserve, until three years after termination of (Contract Number) and final payment from the State, and to permit the State or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract.”

- k. Unless otherwise stipulated in writing by the State, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this contract.
- l. Contractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this exhibit: 1,2,3,4,5,6,7,9,10,11,12,13,15,16,17, 19, and 30.

## 5. INCOME RESTRICTIONS

Unless otherwise stipulated in this contract, the Contractor agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Contractor under this contract shall be paid by the Contractor to the State, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by the State under this contract.

## 6. EXAMINATION OF ACCOUNTS, AUDITS, AND RECORDS

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures, and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this contract, including any matching costs and expenses. The foregoing constitutes “records” for the purposes of this clause.
- b. The Contractor's and/or Subcontractor's facility or office or such part thereof as may be engaged in the performance of this contract and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction by the State of California Bureau of State Audits or any of its duly authorized representatives.
- c. The Contractor and/or Subcontractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this contract, and (2) for such longer period, if any, as is required by applicable statute, by any other clause of this contract, or by subparagraphs (1) or (2) below:
- (1) If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

- (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

## 7. INSPECTION

The State, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed thereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluations made by the State of the premises of the Contractor or a Subcontractor, the Contractor shall provide and shall require Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the state representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

## 8. FUNDING AVAILABILITY

State Contract Funds Committed Prior to July 1 of any Fiscal Year.

- a. Contractor understands that this contract may have been written and executed prior to the passage of a Governor's annual budget in order to avoid program and fiscal delays which could occur if the contract were executed after such event.
- b. This contract is valid and enforceable only if sufficient funds are made available by the appropriate budget act for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the legislature and contained in a budget bill or any statute enacted by the legislature that may affect the provisions, terms, or funding of this contract in any manner.
- c. If sufficient funds are not appropriated for this program and contract, this contract shall be invalid and of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the contractor or to furnish any other considerations under this contract, and the contractor shall not be obligated to perform any provisions of this contract.

## 9. STATE NONDISCRIMINATION CLAUSE AND REQUIREMENTS

- a. During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other contract.
- b. Contractor shall include the nondiscrimination and compliance provisions of paragraph a in all subcontracts to perform work under the contract.

- c. The Contractor will not discriminate in the provision of services against any person with protected status as provided by state and federal law and described in paragraph a.
- d. For the purpose of this contract, distinctions made on the basis of a person's protected status as noted in paragraph a include, but are not limited to, the following: denying a participant any service or providing a benefit to a participant which is different, or is provided in a different manner or at a different time or place from that provided to other participants under this contract; subjecting a participant to segregation or separate treatment in any manner related to his or her receipt of any service; restricting a participant in any way in the employment of any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether he or she satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit.
- e. The Contractor will take affirmative action to ensure that intended beneficiaries are provided services without regard to their protected status as noted in paragraph a.
- f. The Contractor agrees that complaints alleging discrimination in the delivery of services by the Contractor or his or her subcontractor because of a person's protected status as noted in paragraph a will be resolved by the State through the Department of Health Services' Affirmative Action/Discrimination Complaint Process.
- g. The Contractor shall, subject to the approval of the Department of Health Services, establish procedures under which participants of service are informed of their rights to file a complaint alleging discrimination or a violation of their civil rights with the Department of Health Services.
- h. The Contractor shall operate the program or activity in such a manner that it is readily accessible to and usable by mentally or physically handicapped persons pursuant to 45 Code of Federal Regulations, Part 84, Sections 84.21 and 84.22.
- i. The Contractor shall keep records, submit required compliance reports, and permit state access to records in order that the State can determine compliance with the nondiscrimination requirements pursuant to 45 Code of Federal Regulations, Part 80, 84, and 90, Sections 80.6, 84.61, and 90.42.

## **10. FREEZE EXEMPTIONS**

(Applicable only to local governmental and public entities.)

- a. Contractor agree that any hiring freeze adopted during the term of this contract shall not be applied to the positions funded, in whole or in part, by this contract.
- b. Contractor agrees not to implement any personnel policy which may adversely affect performance or the positions funded, in whole or in part, by this contract.
- c. Contractor agrees that any travel freeze or travel limitation policy adopted during the term of this contract shall not restrict travel funded, in whole or in part, by this contract.
- d. Contractor agrees that any purchasing freeze or purchase limitation policy adopted during the term of this contract shall not restrict or limit purchases funded, in whole or in part, by this contract.

## **11. AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

By signing this contract, contractor assures the state that it complies with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.